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9 January 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. FSI Overseas Training

The Foreign Service Institute recently completed a review of training costs at its overseas schools. These costs are substantially higher than in previous years. The participating Agency components have been notified.

2. Support Services Review - Trends and Highlights

The extension of Trends and Highlights to a 4 1/2-day program to allow additional free time was heartily endorsed by the student body.

3. Agency Representation at Federal Executive Institute

The second running of the Federal Executive Institute at Charlottesville, Virginia, which began on 6 January is being attended by [REDACTED]

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DDS&T, and [REDACTED], Executive Assistant, DDCI.

4. Air-Conditioning of [REDACTED]

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Work is now underway for the air-conditioning [REDACTED]; the contract is scheduled for completion by 18 January.

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5. National Interdepartmental Seminar

With this session which began 6 January, the NIS is being substantially restructured and the length reduced from four to three weeks. The focus

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of the restructuring is on policy programs -- the process and consequences of change in the developing countries in relation to United States interest, policy, objectives, capabilities and involvements.

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/S/
John Richardson
Director of Training

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